



## **Domestic Violence Advocate and Sexual Assault Advocate**

*NYFS is excited to be launching the Domestic Violence and Sexual Assault Advocacy programs that will bring needed resources to survivors and provide support for other agencies in the community.*

*NYFS is actively recruiting two positions that are focused on addressing crime victim trauma. The Domestic Violence Advocate and Sexual Assault Advocate supporting adults and the Domestic Violence Advocate and Sexual Assault Advocate supporting youth. To apply, please email your resume and cover letter to [HumanResources@nyfs.org](mailto:HumanResources@nyfs.org)*

### **Responsibilities:**

- Provide immediate crisis support, safety, reconnection, stabilization, and trauma responsive care services.
- Complete a comprehensive stabilization assessment, identify, and refer needed referrals for basic needs such as food, clothing, mental health services, youth services, cultural services, legal support and medical.
- Provide survivors with appropriate referrals in accordance with individual need.
- Develop individual safety plans to include one social support and two effective coping skills.
- Present options and referrals for safe housing.
- Inform survivors of the options OFP or restraining orders.
- Assist in completing and filing court documents for orders of protection and restraining orders. Assist with contacting child protection, probation and other county services that support survivors.
- Attend and provide support at court appearances.
- Be present for police department visits, appointments with attorneys, or other agencies.
- Serve as a liaison between survivors, law enforcement, county, and community resources.
- Connect survivors with county services.
- Perform follow-up services to ensure that the court order is working for the survivor.
- Facilitate individual and group counseling, crisis counseling and intervention, safety planning, emotional support, and make referrals to trauma-informed domestic violence therapists and/or sexual assault therapists.
- Facilitate training to educate law enforcement and school partners on the scope of services that the domestic violence advocate and sexual assault advocate provide.
- Provide quarterly updates to law enforcement, criminal justice, and schools.



- Network and coordinate the community response to crime victim trauma and improve service delivery by collaborating with other domestic violence and sexual assault support and shelter organizations. Join consultation and community groups such as Violence Free Minnesota the MN Coalition Against Sexual Assault and Family Violence Coordinating Counsel.
- Attend regularly scheduled meetings with other NYFS support staff including the Domestic Violence and Sexual Assault therapists' team.
- Participate in ongoing program development meetings within SV/SA program, including group curriculum development.
- Stay updated on legislative changes and issues within the County and federal government.
- Support NYFS scheduled and drop-in requests for services.
- Document contacts made and all services provided in accordance with NYFS advocacy policy.
- Complete timely all NYFS required forms.
- Continue to update survivors of the progress of their cases.

**Preferred Education and Experience:**

- BS/BA in Social Work (Masters preferred) coupled with 2 years professional experience.
- Preferred trained in the Safe at Home Protocols and become Safe at Home Certified.
- Familiar with community groups such as Violence Free Minnesota and MN Coalition Against Sexual Assault.
- Proven ability to establish trusting relationships with individuals and families.
- Working understanding of the principles of domestic violence advocacy or sexual assault advocacy within a trauma informed perspective.
- Knowledge of and ability to act as a liaison to connect with county and community resources.
- Skilled in the use of electronic medical records (Procentive preferred).
- Solid understanding of and sensitivity to the cultural and socioeconomic differences among service populations.
- Must have a valid driver's license and personal means of transportation.

**Salary:** \$52,000-\$56,000 based on education, training, and/or experience.

**NYFS Benefits:**

- Competitive benefits include medical, dental, vision, life insurance, and short-and-long disability, and a 401k with up to 3% employer match. Options to contribute to health savings account (HSA) and flexible spending account (FSA).
- Generous paid time off and holiday pay.
- \$500 stipend to seek out training with 5 CEU days.



- The final week of the year NYFS closes services to ensure all staff have a paid collective week off to support work sustainability.

**Agency Overview:** Northeast Youth and Family Services (NYFS) is a community-based nonprofit founded in 1976 serving Northeast Ramsey County. NYFS provides trauma and culturally responsive clinic-based, school-based, and day treatment mental health services and community-based services including diversion programming and community advocacy with offices in Shoreview and White Bear Lake. We have long-standing partnerships with fifteen municipalities in Ramsey County; NYFS' services are genuinely community driven.

**Who We Are:** NYFS lives its deep values around providing integrative care for the whole family with a focus on youth and their caregivers. Staff are dedicated, innovative, and mission-driven, offering authentic, relational, client-centered care. The team is playful, creative, growth-oriented, down to-earth, and hardworking – and we laugh a lot! We are committed to genuine integration of trauma and culturally responsive care across the agency. As a trauma-responsive organization, NYFS is actively invested in organizational supports for staff wellness and work sustainability. We believe in a family-first work environment, rather than seeking work/life balance. We are committed to a policy of equal employment opportunity in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. We do not discriminate based on race, color, religion, creed, national origin, sex, age, disability, marital status, sexual orientation, place of residence, political affiliation, veterans' status, or status regarding public assistance, or any other class protected by local, state, or federal law. NYFS provides reasonable accommodations to qualified individuals with disabilities upon request.

**Locations:**

- White Bear Lake Clinic, 1280 Birch Lake Blvd, White Bear Lake, Minnesota
- Shoreview Clinic, 3490 North Lexington Ave, Shoreview, Minnesota

Individuals with diverse cultural backgrounds strongly encouraged to apply.

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